



# Frederick County Board of Elections

340A Montevue Lane, Frederick, Maryland 21702

FrederickCountyMD.gov/elections

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## MINUTES of the October 9, 2020 Meeting of The Frederick County Board of Elections

The meeting was called to order at 9:00 AM, via video and teleconference by the Board President, Mrs. Mary Lou Green.

### PRESENT:

Mary Lou Green, President

Shirley McDonald, Vice President

Lawrence C. Hill, Secretary

Mary Costello, Board Member

William Woodcock, Board Member

Daniel B. Loftus, Board Counsel

Stuart Harvey, Election Director

Noreen L. Schultz, Election Deputy Director

Clifton Mowell, Election IT Specialist

Marc R. Welch, Election Program Assistant

Russ Schantz, Election Technician

MC Keegan-Ayer, County Council President

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### GUESTS:

Sandra Dalton, Clerk of the Court

### SWEARING-IN OF BOARD OF CANVASSERS:

Sandra Dalton, Clerk of the Court was present to administer the Oath of Office to the Board of Canvassers for the 2020 Presidential Election.

Mrs. Green nominated Shirley McDonald as President of the Board of Canvassers. Mrs. Costello seconded the motion, and it passed unanimously.

Mr. Woodcock nominated Larry Hill as Secretary of the Board of Canvassers. Mrs. Costello seconded, and the motion passed unanimously.

Mrs. Costello made a motion to close the Board of Canvassers meeting and resume the regular monthly meeting. Mr. Woodcock seconded the motion, and it passed unanimously.

### **INTRODUCTION OF NEW EMPLOYEE:**

Mr. Harvey introduced the Board to new employee Khalfani "Phoenix" Blount. He joins the staff working in the VR department. The Board welcomed Phoenix to the staff.

### **ADDITIONS/CHANGES:**

Mr. Harvey added discussion of a newly-received grant from the Center for Technology and Civic Life.

### **COUNCIL:**

Mrs. Keegan-Ayer inquired about the status of the directional entrance & exit signs, and will follow up with the Department of Public Works. She updated the Board on the status of security surrounding the election. The Washington Area Council of Governments is concerned with the potential for disruption, protests, and possible violence. The Board and Mr. Harvey discussed the concerns and mitigation plans. She also brought concerns about the individual who was disruptive at the Urbana Library vote center in the June Primary who is "ratcheting up" efforts to disrupt the election on social media.

### **ELECTION DIRECTOR'S REPORT**

Mr. Harvey provided an oral report. The Board discussed the report.

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### **OLD BUSINESS:**

#### **A. FY21 BUDGET UPDATE**

Mr. Harvey updated the Board on the FY21 budget. Expenditures are well-underway. The largest expense so far is postage expense due to the mail-in ballot applications and ballot returns.

The Board discussed the budget report.

#### **B. NOVEMBER 3, 2020 GENERAL ELECTION**

##### **1. ELECTION CALENDAR**

Mr. Harvey provided an overview of the election calendar. Voting system equipment will be moved from the warehouse to the office area in preparation for the mail-in ballot canvass. He gave the Board the schedule for the canvass and ballot review meetings. Canvassing will begin on October 13. The Board

will have review meetings on October 14 and 16. These meetings will happen at 10am each day unless a change is needed.

He provided an overview of the process for a write-in candidate filing. A write-in candidate for Board of Education is expected.

The voter registration deadline is October 13. The mail-in ballot request application deadline is October 20. Applications must be received by mail no later than the close of business on October 20. Electronic requests must be completed no later than 11:59 PM on October 20. After this date, voters will need to request a ballot in person.

Early voting set up will happen on Saturday October 24. Staff will oversee the set-up of the Early Voting locations. Once Early Voting begins on October 26, some staff will be working from 6 AM until at least 9 PM daily through November 3.

The Board will meet at 11 AM on November 3 at the elections warehouse in order to tabulate the Early Voting results in advance of the 8 PM release.

Mr. Harvey will send an updated calendar reflecting the dates above.

The Board discussed the overall election schedule.

2. TEMPORARY HELP

Mr. Harvey updated the Board on the performance of the temporary staff hired to support the election. These staff have served with us as election judges, and have helped process the applications.

3. ELECTION JUDGES

Mrs. Schultz updated the Board on the status of the Election Judge hiring process. Mr. Welch gave an overview of the training schedule and classes.

4. BALLOT APPLICATIONS AND BALLOTS

Mr. Harvey gave the Board the latest ballot application and ballot statistics based on demographics, as well as method of ballot returns. The Board discussed the statistics.

5. BALLOT DROP BOXES

The drop boxes are extremely popular with voters. Mr. Harvey expects that the drop boxes will continue to be a fixture in elections going forward. Voters are enthusiastic about using the boxes due to convenience and security. The Board discussed the drop boxes, security, and the ballot collection process.

## 6. VOTE CENTERS

The Board has approved the MOU with the Board of Education regarding the use of the schools for Early Voting and on Election Day. Staff will set up the early voting centers on Saturday October 24. Mr. Loftus expressed gratitude to the attorney for the Board of Education as they worked through finalizing the MOU.

## 7. BALLOT CANVASSING

Mr. Harvey explained the canvassing process and the changes from the June Primary. He advised the Board that there will be extensive duplication of web-delivered ballots. Currently there are about 5300 web-delivered ballots which will need to be duplicated.

## C. MUNICIPAL ELECTIONS – EMMITSBURG

Middletown may have a special election in December due to the resignation of a member of their council.

Brunswick is planning to have a special election on December 15 to replace a council member who won the office of Mayor in the just-completed city election. Mr. Harvey is working with the City of Brunswick in planning the election.

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## NEW BUSINESS:

### A. DATA CENTER UPDATE

Mr. Harvey provided an overview of the work the data processing center has been doing in support of the mail-in election. The center was able to reduce the backlog of electronic ballot requests as well as voter registration applications submitted electronically.

### B. INCIDENT TRACKING SYSTEM

Mr. Welch provided an overview of the Election Ally incident tracking system to be implemented for the upcoming early voting and election day period.

### C. DEMOCRATIC MEETING -- OCTOBER 5, 2020

Mr. Harvey met with the county's Women's Democratic League and the United Democrats of Frederick County online. He answered election-related questions for about 45 minutes.

**D. COMMISSION ON DISABILITIES -- OCTOBER 12, 2020**

Mr. Harvey will join the county's Commission on Disabilities meeting on October 12 to discuss the community's concerns regarding the 2020 election.

**E. CENTER FOR TECHNOLOGY AND CIVIC LIFE GRANT**

Mr. Harvey told the Board about the just-received grant from the Center for Technology and Civic Life. The office will receive \$121,975 to support the election. The money has been allocated to purchase laptops and other equipment. The Board discussed the grant.

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**NEXT MEETING:**

The Board agreed to hold its next meeting on December 2, 2020 at 12:30 PM via teleconference.

**ADJOURNMENT**

Mr. Hill made a motion to adjourn the meeting. Mr. Woodcock seconded, and the motion passed unanimously.

Meeting adjourned at 10:30 AM.

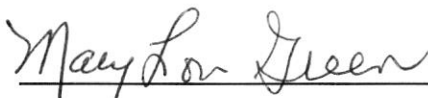
Respectfully submitted,



Marc R. Welch

Election Program Assistant II

Approved by:



Mary Lou Green, Board President

3/12/21

Date